

Request for Quote

This is not a sealed bid. Quotes can be emailed or faxed to the Office of the Purchasing Agent. See instructions below.

The City of Knoxville requests your delivered price for screen printed, 50/50, pocket t-shirts as described below and as shown on the attached quote form.

This invitation to quote is for the supply of first quality; pre-shrunk; Single Pocket; Short Sleeve T-shirts; Various Sizes; **50 Cotton/50 Polyester**; Color: Carolina Blue or Light Blue; with City of Knoxville emblem and "City of Knoxville", "Public Service" silk screen printed (left chest above pocket) in White; with option to purchase 4xl and 5xl T-shirts either with or without a pocket. Gildan G830 or approved equal.

Shirts manufactured of a DryBlend or equal fabric that wicks moisture away is preferred.

Weight of T-Shirts provided should be 5.5 - 5.6 oz.

Price is to include any and all set-up, screen and miscellaneous charges necessary to imprint items as specified and shipping – FOB Destination. City will provide logo artwork as shown in the attached specifications. **Vendor will typeset the department name, "Public Service" underneath logo, directly below "City of Knoxville", in smaller letters, using same type of font.** Artwork set-up must be approved by department prior to imprinting.

If quoting other than as specified please enclose specifications with quote. Sample to be supplied immediately upon request.

TAX EXEMPT: The City of Knoxville is tax exempt in the State of Tennessee.

DELIVERY: All bidders are advised that the items specified are needed immediately. Bidder is to state earliest guaranteed delivery date, after receipt of order, for consideration. Preference may be given to those bidders guaranteeing delivery within fifteen (15) business days.

Bidders are advised that the City may pick-up if storefront is located within the City limits of Knoxville, Tennessee or within 25 miles from 1400 Loraine Street, Knoxville, Tennessee. **Please state shipping as a separate charge – FOB Destination.**

PURCHASE ORDER: The successful bidder must be willing to accept a purchase order from the City of Knoxville.

PAYMENT TERM: Standard payment term for the City of Knoxville is net 30.

MODIFICATIONS: If modifications to this document are necessary, such changes will be made in the form of an addendum, posted to the Purchasing website: www.knoxvilletn.gov/purchasing. It is the vendor's responsibility to review the website to ascertain whether such addenda have been posted.

INCLEMENT WEATHER: During periods of inclement weather, the Purchasing Division will enact the following procedures with regard to solicitations and weather delays:

- If City offices are closed due to inclement weather on the date that quotes are due into the Purchasing Office, all solicitations due that same day will be moved to the next operational business day.

- The City of Knoxville shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.

In order for your quote to be considered for award, your completed form must be faxed or emailed to the Senior Buyer no later than 4:30 p.m., June 4, 2015.

By submitting a quote to the City of Knoxville, the submitter warrants the following:

1. The quote is good for 60 days.
2. The Quoter is licensed to conduct business.
3. The Quoter will use environmentally friendly products and services whenever possible.
4. The Quoter has not entered into any collusion with any person in respect to the pricing of this order or any other.
5. The Quoter represents and agrees to the indemnification clause attached to this document.

Please send your written quote to either the email address or fax number shown below:

Linda Blackburn
Senior Buyer
City of Knoxville
lblackburn@knoxvilletn.gov
FAX: (865) 215-2277

INDEMNIFICATION CLAUSE

Contractor shall defend, indemnify and hold harmless the City, its officers, employees and agents from any and all liabilities which may accrue against the City, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of Contractor in performance of this Agreement or from Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the City, its agents or employees.

Contractor shall save, indemnify and hold the City harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the City alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the City; and Contractor shall assume and take over the defense of the City in any such claim, demand, suit, or cause of action upon written notice and demand for same by the City. Contractor will have the right to defend the City with counsel of its choice that is satisfactory to the City, and the City will provide reasonable cooperation in the defense as Contractor may request. Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the City, such consent not to be unreasonably withheld or delayed. The City shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

Contractor shall save, indemnify and hold City harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against City alleging liability referenced above.

The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.



CITY OF KNOXVILLE
OFFICE OF THE PURCHASING AGENT
P.O. BOX 1631
400 MAIN ST., ROOM 667
KNOXVILLE, TN 37901

QUOTATION SHEET

THIS IS NOT AN ORDER

DATE: 05/28/2015 PAGE 1 of 3

DOCUMENT NUMBER: 352535

READ ALL INSTRUCTIONS AND CONDITIONS ON ATTACHED PAGES BEFORE QUOTING. QUOTE ON THIS FORM ONLY.
QUOTE PRICE ON ITEMS LISTED OR EQUAL.

****ALL PRICES TO INCLUDE TRANSPORTATION CHARGES & NET TERMS UNLESS STATED OTHERWISE ****

Merchandise to be delivered to : City Of Knoxville
Stores System
1400 Loraine Street
Knoxville TN 37921

QUOTE will be received at: Office of the Purchasing Agent, Room 667, 400 Main St., Knoxville, TN 37902,
until 06/04/2015 04:30:00 PM

T-Shirts with screen printed logo

No.	Quantity	Description	Brand	Unit	Unit Price	Total	Applicable Discount
1	50 Each	Medium short sleeve t-shirts WITH POCKET, 50 Cotton/50 Polyester, pre-shrunk per attached specifications or approved equal. Color: Carolina Blue or Light Blue Screen Printed in White, with the City of Knoxville Logo and Public Service typeset underneath, centered above the pocket. (See attached example.)					
2	190 Each	Large short sleeve t-shirts WITH POCKET, 50 Cotton/50 Polyester, pre-shrunk per attached specifications or approved equal. Color: Carolina Blue or Light Blue. Screen Printed in White, with the City of Knoxville Logo and Public Service typeset underneath, centered above the pocket. (See attached example.)					
3	240 Each	Xtra-Large short sleeve t-shirts WITH POCKET, 50 Cotton/50 Polyester, pre-shrunk per attached specifications or approved equal. Color: Carolina Blue or Light Blue. Screen Printed in White, with the City of Knoxville Logo and Public Service typeset underneath, centered above the pocket.					
4	290 Each	2Xtra-Large short sleeve t-shirts WITH POCKET, 50 Cotton/50 Polyester, pre-shrunk per attached specifications or approved equal. Color: Carolina Blue or Light Blue Screen Printed in White, with the City of Knoxville Logo and Public Service typeset underneath, centered above the pocket. (See attached Example)					

IMPORTANT - State Merchandise

Delivery Date Here: _____

Buyer Name: Blackburn, Linda

Phone: 865-215-2074

Fax: (865) 215-2277

Email: lblackburn@cityofknoxville.org

(Company Name)

(Authorized Signature)

(Print Signed Name)

(Phone Number)

(Email Address)



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T-Shirts with screen printed logo

No.	Quantity	Description	Brand	Unit	Unit Price	Total	Applicable Discount
6	140 Each	<p>INSTRUCTIONS: Bidder is to quote, in the form of an option, price to provide 4xtra-Large and 5xtra T-Shirts as specified both with and without a pocket. The City will decide at later date which option will best meet the needs of the department.</p> <p>-----</p> <p>OPTION 1: 4Xtra-Large T-shirts WITH POCKET</p> <p>4Xtra-Large short sleeve t-shirts WITH POCKET, 50 Cotton/50 Polyester, pre-shrunk per attached specifications or approved equal. Color: Carolina Blue or Light Blue Screen Printed in White, with the City of Knoxville Logo and Public Service typeset underneath, centered above the pocket or, if no pocket, on the left chest.</p> <p>OPTION 2: 4Xtra-Large T-shirts NO POCKET</p> <p>4Xtra-Large short sleeve t-shirts NO POCKET, 50 Cotton/50 Polyester, pre-shrunk per attached specifications or approved equal. Color: Carolina Blue or Light Blue Screen Printed in White, with the City of Knoxville Logo and Public Service typeset underneath, centered above the pocket or, if no pocket, on the left chest.</p>					

IMPORTANT - State Merchandise

Delivery Date Here: _____

Buyer Name: Blackburn, Linda

Phone: 865-215-2074

Fax: (865) 215-2277

Email: lblackburn@cityofknoxville.org

(Company Name)

(Authorized Signature)

(Print Signed Name)

(Phone Number)

(Email Address)



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OFFICE OF THE PURCHASING AGENT
P.O. BOX 1631
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T-Shirts with screen printed logo

No.	Quantity	Description	Brand	Unit	Unit Price	Total	Applicable Discount
7	50 Each	OPTION 3: 5Xtra-Large T-shirts WITH POCKET 5Xtra-Large short sleeve t-shirts WITH POCKET, 50 Cotton/50 Polyester, pre-shrunk per attached specifications or approved equal. Color: Carolina Blue or Light Blue Screen Printed in White, with the City of Knoxville Logo and Public Service typeset underneath, centered above the pocket or if no pocket left chest. OPTION 4: 5Xtra-Large T-shirts NO POCKET 5Xtra-Large short sleeve t-shirts NO POCKET, 50 Cotton/50 Polyester, pre-shrunk per attached specifications or approved equal. Color: Carolina Blue or Light Blue Screen Printed in White, with the City of Knoxville Logo and Public Service typeset underneath, centered above the pocket or if no pocket left chest.					

SHIPPING FOB DESTINATION

IMPORTANT - State Merchandise

Delivery Date Here: _____

Buyer Name: Blackburn, Linda

Phone: 865-215-2074

Fax: (865) 215-2277

Email: lblackburn@cityofknoxville.org

(Company Name)

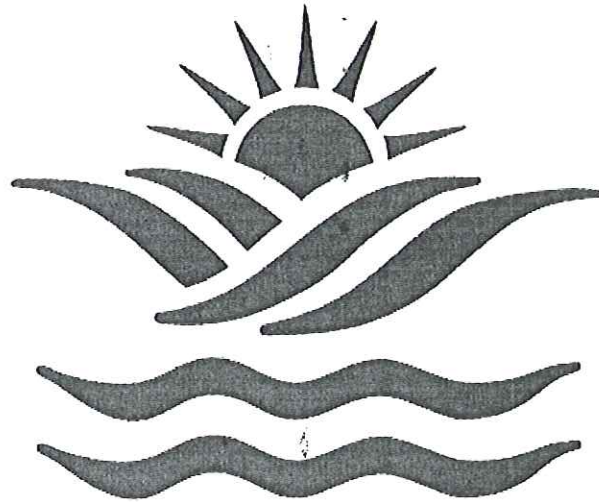
(Authorized Signature)

(Print Signed Name)

(Phone Number)

(Email Address)

*Examples
Logo Artwork* →



CITY OF KNOXVILLE

PUBLIC SERVICE

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To Be Typeset By Bidder.